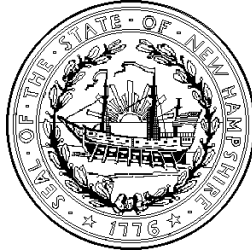


State of New Hampshire

Treasury Department

Abandoned Property Division
25 Capitol Street Room 205
Concord, New Hampshire 03301



~2003~

~ 2003~

INSTRUCTIONS

for

REPORT OF ABANDONED PROPERTY- FORM T-1

NATURE OF ABANDONED PROPERTY

The New Hampshire Unclaimed and Abandoned Property Law (RSA 471-C) requires all "persons/holders" to review their records annually to determine whether they are in possession of properties which have become dormant and are presumed to be abandoned. Holders are further required to report and remit such properties to the state.

WHO MUST REPORT

ALL HOLDERS MUST REPORT: Holders of abandoned property must report and remit such property in accordance with the provisions of RSA 471-C. The report of abandoned property must be filed annually by November 1. (May 1, for insurance companies). All holders are responsible for filing on behalf of their branches, subsidiaries and affiliated entities. Holders include but are not limited to the following:

➤ **FINANCIAL INSTITUTIONS:** Any bank, bank & trust company, trust company, savings bank, private bank, savings and loan association, credit union, cooperative bank, and any issuer of traveler's checks, money orders or similar monetary obligations or commitments. Both state and federally chartered institutions are required to report.

➤ **BUSINESS ASSOCIATIONS:** Any corporation, joint stock company, business trust, partnership, limited liability corporation, professional association, cooperative, or other association of two or more individuals for business purposes wherever located, domiciled or incorporated.

➤ **INSURANCE COMPANIES:** (Same as above)

➤ **OTHER "PERSONS":** Any individual, organization, government, political subdivision, public authority, utility, agency, estate, trust, hospital or other legal or commercial entity including non-profit corporations.

WHEN TO REPORT

ALL HOLDERS (except Insurance Companies): Shall report and remit applicable properties on or before **November 1st** of each year for all properties presumed abandoned as of the 30th day of June immediately preceding.

INSURANCE COMPANIES: Shall report and remit applicable properties on or before **May 1st** of each year for properties presumed abandoned as of the 31st day of December immediately preceding.

EARLY REPORTING: With prior written approval of the Administrator, any holder in possession of property, which will become reportable in the future may report and remit such property in advance of the required reporting date.

WHAT TO REPORT

Any debt or obligation that has gone unpaid for the statutory period after the date, on which the owner should have received it or was entitled to it, must be reported. Corporations, business associations or their agents must report and remit underlying shares of securities when the owner has failed to cash dividend checks or otherwise corresponded in writing concerning the property for five years. All such property held for the benefit of any individual, group or entity having a last known address in the state of New Hampshire must be reported.

DUE DILIGENCE

Not more than **120 days** prior to filing, all holders must send written notice to the last known address of the apparent owner of any property having a value of \$50.00 or more. This notice must inform the owner of the nature of the property and how to recover it and avoid the presumption of abandonment and possibility of escheatment to the state.

FAILURE TO REPORT

Any holder failing to comply with the provisions of RSA 471-C may be subject to penalty, interest and costs of audit/examination.

HOW TO REPORT

Report of Abandoned Property-FORM T-1:

Use this form to identify and detail individual items of unclaimed property. The report should be completed as follows and delivered with corresponding remittance by the applicable deadline.

HOLDER INFORMATION: Be sure to review all holder data and make appropriate updates or changes prior to filing.

COLUMN ENTRIES: All items of unclaimed property must be properly coded and alphabetized by last name of the apparent owner.

COLUMN (1): Enter appropriate code from schedule of New Hampshire PROPERTY TYPE CODES, Schedule T-1-A, presented herewith.

COLUMN (2): Enter the identifying number for each item (check #, account #, etc.)

COLUMN (3): Enter the full name (last name first), last known address **AND** Social Security or FEIN number for each owner.

- a) List last name, full first name and full middle name, if known. Include any and all additional information that would aid in identification, (e.g. Ms., Mr., Sr., Jr., III, Trustee, Custodian, et. al.)
 - b) Corporate titles must be entered exactly as adopted except that the word "The" should be omitted if it begins the name.
 - c) List complete address **with** Zip Code.
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- d) If an item has two or more owners, the names and addresses for each must be reported and should include any designation of relationship (e.g. “and”, “or”, JT, JTWROS, etc.) If the owners have the same address it may be entered once beneath the names.
- e) When reporting certified checks, cashiers checks or other “official” checks, enter the name and address of the payee and the remitter specifying as to each.

COLUMN (4): The “Date of Last Transaction” is that of the last activity or communication made by the owner. The “Date Property Became Payable/Returnable” is the date a dividend became payable, the date a note became payable, the date a check or draft was issued, the date a gift certificate was purchased, etc. If payable on demand, the date the instrument was issued should be used. If the item is a savings certificate, use the initial date of maturity when determining abandonment, notwithstanding that the instrument has an automatic rollover provision.

COLUMN (5): The total amount or value due the owner is the amount of cash due the owner of each item, including all interest earned on deposits and without deduction of service charges.

COLUMN (6A) and (6B): Use column 6A to report the number of shares of securities due the owner. Use column 6B to indicate the CUSIP# and tax date applicable to the securities due the owner. Securities being reported and delivered must be re-registered to “**Old Man & Co.**”, New Hampshire’s nominee (custodial) account to be held for the benefit of the owner.

NOTE!! COMPLETE INSTRUCTIONS FOR TRANSFER AND DELIVERY OF SECURITIES ARE SET FORTH IN SCHEDULE T-1-B “Reporting and Remitting Securities” PRESENTED HEREWITH.

COLUMN (7): Enter the amount being remitted as due the owner of each item, after any allowable deductions. No service charges may be deducted from properties such as dividends or other distributions from business associations or from funds held by insurance companies or fiduciaries. **In no instance may deductions be made from any item after June 30 of the year it became reportable.**

AGGREGATE: Individual items of less than \$50.00 may be reported in the aggregate but must be reflected in total as an item on the T-1 filing.

VERIFICATION: The report must be duly executed by an authorized individual and must be notarized.



CONTACT /INFORMATION

For additional information, forms or help with any questions you may have, please contact Treasury’s Abandoned Property Division at:

Mail: 25 Capitol Street
Room 205
Concord, NH 03301

Phone: (603) 271-2619

Fax: (603) 271-2730

E-mail: aptreasury@treasury.state.nh.us

Web: www.state.nh.us/treasury

Statute: NHRSA 471-C

NEW HAMPSHIRE STATE TREASURY
ABANDONED PROPERTY DIVISION

SCHEDULE T-1-A

PROPERTY TYPE CODES

ACCOUNT BALANCES DUE
Property Type (AC)

AC01. Checking accounts
AC02. Savings accounts
AC03. Matured certificates of deposit
or savings certificates
AC04. Christmas Club Accounts
AC05. Money on deposit to secure funds
AC06. Security deposits
AC07. Unidentified deposits
AC08. Suspense accounts
AC99. Aggregate account balance due

TRUST, INVESTMENTS, AND
ESCROW ACCOUNTS
Property Type (TR)

TR01. Paying agent accounts
TR02. Undelivered dividends or
uncashed dividends
TR03. Funds held in a fiduciary
Capacity
TR04. Escrow accounts
TR05. Trust vouchers
TR99. Aggregate trust property

INSURANCE
Property Type (IN)

IN01. Individual policy benefits or
claim payments
IN02. Group policy benefits or claim
Payments
IN03. Death benefits due
beneficiaries
IN04. Proceeds from matured policies,
Endowments or annuities
IN05. Premium refunds on individual
Policies
IN06. Unidentified remittances
IN07. Other amounts due under
policy terms
IN08. Agent credit balances
IN99. Aggregate insurance property

PROCEEDS FROM MINERAL
INTEREST
Property Type (MI)

MI01. Net revenue interest
MI02. Royalties
MI03. Overriding royalties
MI04. Production payments
MI05. Working interests
MI06. Bonuses
MI07. Delay rentals
MI08. Shut-in royalties
MI09. Minimum royalties

UTILITIES
Property Type (UT)

UT01. Utility deposits
UT02. Membership fees
UT03. Refunds or rebates
UT04. Capital credit distributions
UT99. Aggregate Utility property

COURT DEPOSITS
Property Type (CT)

CT01. Escrow funds
CT02. Condemnation awards
CT03. Missing heirs' funds
CT04. Suspense accounts
CT05. Any other types of deposits
made with a court or public
authority
CT99. Aggregate court deposits

SECURITIES
Property Type (SC)

SC01. Dividends
SC02. Interest payable on registered
bonds
SC03. Code deleted
SC04. Equity payments
SC05. Profits
SC06. Funds paid toward the
purchase of shares or interest
in a financial or business
organization
SC07. Bearer bond interest and
matured principal
SC08. Shares of stock (returned by
post office)
SC09. Cash for fractional shares
SC10. Unexchanged stock of
successor corporation
SC11. Any other certificates of
ownership
SC12. Underlying shares or other
outstanding certificates of
ownership
SC13. Funds for liquidation/
redemption of unsurrendered
stocks or bonds
SC14. Debentures
SC15. U.S. Government securities
SC16. Mutual funds
SC17. Warrants
SC18. Matured principal on registered
bonds
SC19. Dividend reinvestment plans
SC20. Credit balances
CK99. Aggregate securities-related
cash

MISCELLANEOUS CHECKS AND
INTANGIBLE PERSONAL
PROPERTY HELD IN THE
ORDINARY COURSE OF
BUSINESS
Property Type (MS)

MS01. Wages, payroll or salary
MS02. Commissions
MS03. Workers' compensation
benefits
MS04. Payment for goods and
services
MS05. Customer overpayments
MS06. Unidentified remittances
MS07. Unrefunded overcharges
MS08. Accounts payable
MS09. Credit balances/accounts
receivable
MS10. Discounts
MS11. Refunds due
MS12. Unredeemed gift certificates
\$100 or over
MS13. Unclaimed loan collateral
MS14. Sums payable under pension
and profit sharing plans (IRA,
KEOGH, e.g.)
MS15. Property distributable in the
course of involuntary
dissolution or liquidation
MS16. Any other miscellaneous
outstanding checks
MS17. Any other miscellaneous
intangible personal property
MS18. Suspense liabilities
MS99. Aggregate miscellaneous
property

UNCASHED CHECKS
Property Type (CK)

CK01. Cashiers checks
CK02. Certified checks
CK03. Registered checks
CK04. Treasurers' checks
CK05. Drafts
CK06. Warrants
CK07. Money orders
CK08. Travelers' checks
CK09. Foreign exchange checks
CK10. Expense checks
CK11. Pension checks
CK12. Credit checks or memos
CK13. Vendor checks
CK14. Any checks written off to
income/surplus, etc.
CK15. Any other outstanding official
checks or exchange items
CK16. CD interest checks
CK99. Aggregate uncashed checks

